



City of Coral Gables Development Services Department

PHASED PERMITS

Class I (Conventional) and Class II (Foundation Only)

The Florida Building Code (Section 105.13) authorizes the Building Official to allow construction to commence prior to the issuance of a regular Building Permit, subject to certain limitations. Phased Permits will not be issued for residential (single family or duplex) properties; for all other project types, Phased Permits are issued at the sole discretion of the Building Official.

Phased Permits are issued at the sole risk of the Owner and Permit Holder, without assurance that a Building Permit for the entire structure will be granted. A Hold Harmless agreement is mandatory.

Class I Phased Permit:

For projects requiring an early commencement before the completion of all reviews, a Class I Phased Permit is available for up to six (6) months of construction progress. A Class I Phased Permit will require a Private Provider to perform the plans review and inspections. The Private Provider must continue until the project is completed.

The Class I Phased Permit is valid for six (6) months; it is non-refundable and will not be credited to the final Building Permit. Failure to obtain the Master Permit within six (6) months from the date of issuance will result in the revocation of the permit. Under certain unusual circumstances, the Building Official may authorize, at his or her discretion, the issuance of a second Class I Phased Permit at additional cost.

A Class I Phased Permit will require consecutive plan submittal:

- Master Permit
- Class I Phased Permit.

Master Building Permit requirements:

This step is required before proceeding for the Class I Phased Permit:

1. Development Service Department Permit Application;
2. Private Provider Registration documents (if applicable);
3. Two (2) sets of plans compliant with the Florida Building Code;
4. Structural Peer Review Report required for Threshold buildings;
5. Structural calculations on CD;
6. Engineer affidavit attesting the CD contains the structural calculations for the project;
7. Signed and sealed property survey.

Class I Phased Permit requirements:

1. BOA final approval on Master Permit required;
2. Additional Development Service Department Permit Application, with “Class I Phased Permit” specified on the “description of work” field including the Master Building Permit number;
3. One (1) set of plans compliant with the Florida Building Code and the Minimum Plan Requirements for Phased Permits Form attached. These plans will be stamped “Phased Permit Drawings Only;”
4. Hold harmless letter;
5. Private Provider Registration documents required;
6. Structural Peer Review Report required for Threshold buildings.

NOTE: To avoid potential construction problems and/or delays, and to ensure an efficient Phased Permit process, note the following:

- a) For Threshold Buildings and commercial projects of significant scope or complexity, a Fire & Life Safety consultant must be retained, and the submitted plans must include a full Life Safety analysis on separate pages. Refer to “Minimum Plan Requirements for Class I Phased Permits;”
- b) All buildings — whether Threshold Buildings (as defined in FBC Section 202), or not — require a Peer Review for structural design. Selection of the Peer Reviewer shall be by mutual consent of the Owner and the Building Official. For complex, wind-sensitive structures, a wind tunnel study must be submitted.
- c) Important: All plans submitted for Phased Permits must be prepared specifically for the Phased Permit; they must include all the necessary information, and no unnecessary or under-developed drawings.

Submit the Class I Phased Permit plans to the Building Division for the following departmental reviews:

1. Preliminary Zoning plan review;
2. Preliminary Fire plan review;
3. Preliminary Public Works plan review;
4. Structural plan review;
5. Flood plain review;
6. Required outside agency approval;
 - Obtain approval from Miami-Dade County Department of Environmental Resources (DERM);
 - Obtain a letter of intent from Miami-Dade County Water & Sewer Department (WASD) to issue the water and sewer allocation letter;
 - Pay the Miami-Dade County impact fees.

Class I Phased Permit plans will not be reviewed by the Building, Electrical, Mechanical or Plumbing disciplines.

Projects may require:

1. Class I *Electrical* Phased Permit;
2. Class I *Mechanical* Phased Permit;
3. Class I *Plumbing* Phased Permit.

These non-refundable Permits will be issued, as needed, and will be revoked when the Building Phased Permit expires.

A National Pollutant and Discharge Elimination System (NPDES) Permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the City's Municipal Separate Storm Sewer System (MS4) Permit.

Separate permits from the City's Public Works Department and/or outside agencies may be required for work on the public rights of way or within the property, that may involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting or dewatering, etc., as needed. For applicable permits, contact the Public Works Department at (305) 460-5000 or Miami-Dade County DERM at (305) 372-6789.

Class II Phased Permit (Foundation Only):

Class II Phased Permit is issued for "Foundation Only," and is strictly intended for foundation construction occurring below grade level only.

Notice: Attempting to continue vertically without first obtaining a Master Permit (or progressing to a Class I Phased Permit) will be considered *exceeding the scope of the permit* and will result in the job being stopped, the permit revoked, and the Permit Application made null and void. If this should occur, a new Application will be required and the project will be governed by the technical codes in effect on the date of the new Application.

The Class II Phased Permit is valid for six (6) months; it is non-refundable and the Building Permit fee will not be credited to the final Building Permit. Failure to obtain the Master Permit within six (6) months from the date of issuance will result in the revocation of the permit. Under certain unusual circumstances, the Building Official may authorize, at his or her discretion, the issuance of a second Class II Phased Permit at additional cost.

A Class II Phased Permit will not require a Private Provider for plans review and/or inspections however; a Special or Threshold Inspector will be required.

Class II Phased Permit will require two (2) consecutive plan submittals:

- Master Permit
- Class II Phased Permit.

Master Building Permit requirements:

This step will ensure full acceptance and is required before proceeding for the Class II Phased Permit.

1. Development Service Department Permit Application;
2. Private Provider Registration documents required (if applicable);
3. Two (2) sets of plans compliant with the Florida Building Code;
4. Structural Peer Review Report required for Threshold buildings;
5. Structural calculations on CD;
6. Engineer affidavit attesting the CD contains the structural calculations for the project;
7. Signed and sealed property survey.

For the Class II Phased Permit requirements:

1. Additional Permit Application, with “Class II Phased Permit” specified on the “description of work” field including Master Building Permit number;
2. One (1) set of plans compliant with the Florida Building Code and the Minimum Plan Requirements for Phased Permits Form attached. These plans will be stamped “Phased Permit Foundation Only;”
3. Hold harmless letter;
4. Private Provider Registration documents (if applicable);
5. Special or Threshold Inspector Form;
6. Special Inspector Form for MEP;

Submit the plans to the Building Division for the following departmental reviews:

1. BOA final approval on Master Permit required;
2. Preliminary Fire plan review;
3. Preliminary Public Works plan review;
4. Flood plain review;
5. Structural plan review (Peer review report required);
6. Required outside agency approval;
 - Obtain approval from Miami-Dade County Department of Environmental Resources (DERM);
 - Obtain a letter of intent from Miami-Dade County Water & Sewer Department (WASD) to issue the water and sewer allocation letter;
 - Pay the Miami-Dade County impact fees.

All buildings — whether Threshold Buildings (as defined in FBC Section 202), or not — require a Peer Review for structural design. Selection of the Reviewing Engineer shall be by mutual consent of the Owner and the Building Official. The peer review must address the gravity and lateral loads as they pertain to the foundation design. For complex, wind-sensitive structures, a wind tunnel study must be submitted.

Class II Phased Permit plans will not be reviewed by the Zoning, Building and Mechanical disciplines.

Class II Phased Permits will not require additional trade permits (Electrical, Mechanical, Plumbing, etc.). However, the MEP Engineer(s) of Record will be required to act as Special Inspector(s) for miscellaneous underground work such as sleeving, conduits, piping, grounding and the like.

A National Pollutant and Discharge Elimination System (NPDES) Permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the City's Municipal Separate Storm Sewer System (MS4) Permit.

Separate permits from the City's Public Works Department and/or outside agencies may be required for work on the public rights of way or within the property, that may involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting or dewatering, etc., as needed. For applicable permits, please contact the Public Works Department at (305) 460-5000 or Miami-Dade County DERM at (305) 372-6789.